

Return to Campus Plan

Florida State College at Jacksonville's (FSCJ) policies and protocols for responding to the COVID-19 pandemic are rooted in safety for our students, faculty and staff, and for the public we interact with. The primary goal for FSCJ's Return to Campus Plan is to continue the institution's vital mission while effectively responding to the public health demands of the COVID-19 pandemic. FSCJ's response to the COVID-19 pandemic will be aligned and consistent with local orders and ordinances of the City of Jacksonville, as well as directives from the state of Florida. FSCJ's plans will also follow recommendations from the federal government (Opening Guidelines), Centers for Disease Control and Prevention, Florida Department of Public Health and the FSCJ Emergency Management Team. Our knowledge and understanding of COVID-19 continue to evolve; our policies and plans will be updated, as appropriate, and as additional information becomes available.

Purpose

This document guides the actions of FSCJ as it implements its return to on-site operations during the COVID-19 pandemic.

Scope

This document applies to all FSCJ campuses and centers.

Objective

- Allow for the progressive resumption of normal operations and fulfilling our higher education mission and service to our community.

Core Features

- All campus and building access controls will remain in place. All activity will continue to be monitored 24 hours a day, seven days a week.
- The prioritization of which employees are allowed to return to campus offices and work areas will be set at the unit/department/division level in conjunction with the FSCJ Emergency Management Team. The opening of work areas, offices and classrooms must follow established social distancing and spacing parameters.
- The FSCJ Emergency Management Team has implemented **color-coded mask guidelines. We are now in the yellow level:** Masks are optional in public, indoor settings.

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Vaccinations

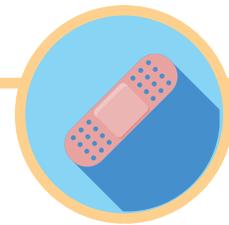
Getting vaccinated and a booster when applicable prevents severe illness, hospitalizations and death. Unvaccinated people should get vaccinated and continue masking until they are fully vaccinated.

CDC has updated guidance for fully vaccinated people.

CDC Guidance for people at increased risk for severe illness can be found [here](#).

Employees returning to work on-site and have concerns about doing so due to a medical condition that places them in a high-risk group, those who are pregnant, or those who wish to seek ADA Reasonable Accommodations related to returning to the workplace should contact Human Resources at (904) 632-3210.

As a reminder, employees must follow public health guidelines and the procedures outlined in this document for employees in the office. It will be the supervisor's responsibility to ensure that the guidelines are followed. Additional requirements for returning to campus are discussed below and on the pages that follow.



Staffing Options There are several options supervisors may consider in order to maintain required social distancing measures and reduce population density within buildings and work spaces.



Remote Work: Supervisors may approve employees to continue work from home through the beginning of Phase 4. Staffing arrangements will be made at the discretion of the immediate supervisor for full or partial day/week schedules, as appropriate.



Alternating Days: In order to limit the number of individuals and interactions among those on campus, departments may consider scheduling staffing on alternating days, if feasible. Such schedules will help enable social distancing, especially in areas with large common workspaces.



Staggered Reporting/Departing: The beginning and end of the workday typically bring many people together at common entry/exit points of buildings. Staggering reporting and departure times will reduce traffic in common areas to meet social distancing requirements.

Building Entry Requirements

All badge activity will continue to be monitored 24 hours a day, seven days a week. All employees must have and display their FSCJ identification badges at all times. All employees should complete the COVID-19 Self-Assessment through the FSCJ Safe mobile app prior to coming on campus.

Navigating the Buildings

In an effort to ensure that all areas are sanitized regularly and effectively, all employees should limit their movement in work buildings in the following manner:

- Follow building specific signs, posters, etc. which direct movement to entry and exit points to minimize interpersonal contact.
- Take the most direct route from the point of entry to work location.
- Stay within the assigned work location except to perform essential functions.
- When retrieving supplies or equipment, employees should make every possible effort to minimize trips while safely transporting needed supplies using dollies, carts, etc. The employee should clean transportation aids immediately once they are finished using them.
- Utilize the restroom facility closest to their work location whenever feasible. Use of restrooms should be limited based on size to ensure at least six feet distance between individuals. For most restrooms on FSCJ campuses and centers, only two persons will be allowed to enter at any one time. Signage will be posted on restroom doors with this notice. Wash your hands thoroughly afterward to reduce the potential transmission of the virus.
- If you are using the elevator, please follow capacity guidelines as possible. If it is not possible to maintain social distancing, please wait for the next elevator or use the stairs.



FSCJ has a COVID-19 Self-Assessment Tool

which allows all students, faculty and staff to monitor their daily health as they prepare to come onto campus. The assessment tool can be found within the **FSCJ Safe mobile app**. All students, faculty and staff are encouraged to utilize this tool to answer a short series of questions before visiting one of our campuses, centers or offices, as your responses will create personalized guidance to help you decide whether or not you should. If you are unable to use the tool, the daily self-screening can be completed by following these **steps**.



FSCJ Safe is a free app, and is available to download on Apple and Android devices. Locate and download the app in Google Play or the App store by searching "FSCJ Safe."

Face Mask/Covering Recommendations

The FSCJ Emergency Management Team has implemented **color-coded mask guidelines**.

We are now in the yellow level: Masks are optional in public, indoor settings.

Based on guidance of health authorities, the following are not acceptable face coverings: single-layer neck gaiters, open-chin triangle bandanas, and face coverings containing valves, mesh material or holes of any kind.

Please note: It is understood that there may be legitimate medical reasons or ADA issues that would inhibit an employee from wearing a face covering. Human Resources may require documentation in order to make reasonable accommodations for those situations.

[Review the FSCJ Mask Guidelines here.](#)

Wear Your Face Mask Correctly

- Wash your hands before putting on your face mask
- Put it over your nose and mouth and secure it under your chin
- Make sure you can breathe easily



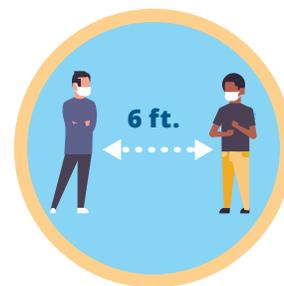
Social Distancing/Safety Requirements

Limiting close face-to-face contact with others is the best way to reduce the spread of COVID-19. Since people can spread the virus before they know they are sick, it is important to stay away from others when possible, even if you have no symptoms.

COVID-19 spreads mainly among people who are in close contact (within about 6 feet) for a prolonged period. Spread happens when an infected person coughs, sneezes or talks, and droplets from their mouth or nose are launched into the air and land in the mouths or noses of people nearby. The droplets can also be inhaled into the lungs. Recent studies indicate that people who are infected but do not have symptoms likely also play a role in the spread of COVID-19. Since people can spread the virus before they know they are sick, it is important to stay at least 6 feet away from others when possible, even if you—or they—do not have any symptoms.

Social distancing is especially important for people who are at higher risk for severe illness from COVID-19.

The College's Facilities Team will determine the occupancy for shared spaces, including break rooms, conference rooms, etc. Appropriate signage for each space noting the maximum number of people allowed to use the space in order to adhere to social distancing and space occupancy guidelines will be posted. Classroom capacities were generally adjusted to support social distancing. These capacities may be further adjusted in response to changes in the course of COVID-19, such as infection and vaccination rates.



Employee Guidance and Personal Safety Measures

Daily Self-Screening

Employees who are returning to the workplace should be free of ANY recent or unexplained symptoms potentially related to COVID-19 prior to coming on campus. FSCJ has a COVID-19 Self-Assessment Tool which allows all students, faculty and staff to monitor their daily health as they prepare to come onto campus. The assessment tool can be found within the FSCJ Safe mobile app.

If you are unable to use the tool, the daily self-screening can be completed by reviewing these symptoms:

- New or worsening cough (not related to allergies)
- Shortness of breath or difficulty breathing
- Fever or chills (Temperature of 100.4°F or higher)
- Runny nose or new congestion (not related to allergies)
- Muscle or body aches
- Headache (not related to a known cause such as migraine, tension or allergies)
- Sore throat (not related to allergies)
- Fatigue
- Nausea or vomiting
- Diarrhea
- New loss of taste or smell



If you have any recent onset of symptoms listed above that are otherwise unexplained, you must complete the **online form** and notify your supervisor. It is recommended you self-isolate until cleared to return to work based on the guidance found on the **COVID Decision Tree**. When in the presence of others, wear a face mask/covering to avoid possible virus transmission.

Personal Safety

For your personal safety, you should:

- Get vaccinated. To protect yourself and the health of those around you, FSCJ recommends all who qualify and are able to receive the COVID-19 vaccine to do so.
Go to duval.floridahealth.gov for a complete listing of vaccination sites in your area. If you choose to make an appointment, visit myvaccine.fl.gov.
- **Follow the mask guidelines.**
- Maintain a distance of at least six feet between yourself and other individuals at all times whenever possible.
- Do not loiter or congregate in public areas, hallways, work areas, etc.
- In addition, you should:
 - ⦿ Inspect all equipment and work areas for potential safety concerns prior to beginning work.
 - ⦿ Clean your work areas, including high touch areas, prior to beginning work and at the end of the work day. Clean the high touch areas of shared equipment before and after each use. While custodial crews will continue to clean office and work spaces based on CDC guidelines, additional care should be taken to wipe down commonly used surfaces. Before starting work and before you leave any room in which you have been working, it is recommended to wipe down all work areas with a 60% alcohol solution. This includes any shared-space location or equipment (e.g. copiers, printers, computers, A/V and other electrical equipment, etc.) To the extent supplies are obtainable, Facilities will place cleaning supplies in these areas, but it is recommended that employees also carry a personal supply with them at all times, in the event they are needed and a public sanitizing pump station is not available.

- ✦ Use gloves when necessary. According to the CDC, gloves are not necessary for general use and do not replace good hand hygiene.
- ✦ Washing your hands often is considered the best practice for common everyday tasks. Wash hands frequently in accordance with CDC recommendations. Wash your hands with soap and water for at least 20 seconds, especially after you have been in a public place, or after blowing your nose, coughing, sneezing or touching your face. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry. Avoid touching your eyes, nose and mouth.
- ✦ Adhere to proper coughing and sneezing hygiene. If you are in a private setting and do not have on your cloth face covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Then throw used tissues in the trash. Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.
- ✦ Follow posted building-specific elevator occupancy limitations.
- ✦ Take meal breaks in rooms designated in accordance by Emergency Management Team and Facilities with the established occupancy number for that room (based on social distancing/space guidelines). You should clean the portions of the break area you use before and after eating. Maintain proper social distancing based on designated room capacities.
- ✦ Employees are expected to take food back to their office area or eat outside, if this is reasonable for your situation.
- ✦ Before and after eating, you should wash your hands thoroughly to reduce the potential transmission of the virus.



Additional CDC Guidance regarding the spread of COVID-19

COVID-19 is spread in three main ways:

- Breathing in air when close to an infected person who is exhaling small droplets and particles that contain the virus.
- Having these small droplets and particles that contain virus land on the eyes, nose or mouth, especially through splashes and sprays like a cough or sneeze.
- Touching eyes, nose or mouth with hands that have the virus on them.

How to Protect Yourself and Others

- Protect Unvaccinated Family Members - Some people in your family need to continue to take steps to protect themselves from COVID-19, including
 - Anyone not fully vaccinated, including children under 5 who cannot be vaccinated yet
 - People with weakened immune systems or underlying medical conditions

	Wear a mask		Cover coughs and sneezes
	Stay 6 feet away from others		Clean and disinfect
	Get vaccinated		Monitor your health daily
	Avoid crowds and poorly ventilated spaces		Test to prevent spread to others
	Wash your hands often	LEARN MORE	

Prevention of COVID-19 by airborne transmission

Existing interventions to prevent the spread of COVID-19 appear sufficient to address transmission both through close contact and under the special circumstances favorable to potential airborne transmission. **Among these interventions, which include social distancing, use of masks in the community, hand hygiene, and surface cleaning and disinfection, ventilation and avoidance of crowded indoor spaces are especially relevant for enclosed spaces where circumstances can increase the concentration of suspended small droplets and particles carrying infectious virus.**

Reporting COVID-19 or Related Illness

Employees

If an employee becomes symptomatic, it is incumbent upon them to do the following:

- Report their symptoms/illness to their supervisor and complete the **online form**.
- If the symptoms are first noted while on campus, they should depart campus.
- If necessary, seek medical care, including any recommended testing.

Reporting a Positive COVID-19 Test

- If an employee tests positive for COVID-19, they should complete the **online form** and report this to their supervisor.
- The College is working with the Florida Department of Health for contact tracing. If contact tracing is warranted in your situation, the Florida Department of Health may contact you for additional information.

The employee's supervisor will take the following steps upon being notified of the employee's illness:

- If the employee is on campus, direct them to immediately leave the facility, ask that they report the symptoms/illness using this **online form** and to seek medical care.
- To protect confidential information, the supervisor should not inform staff that the employee has COVID-19.
- Direct the employee not to come to campus until they are cleared to do so based on **COVID-19 Decision Tree**.

At no time will personal identifying information of anyone who tests positive be shared in these notifications.

**From the CDC: Close contact is defined as anyone who was within 6 feet of an infected person for a total of 15 minutes or more. An infected person can spread COVID-19 starting from 48 hours (or 2 days) before the person has any symptoms or tests positive for COVID-19. A person is still considered a close contact even if they were wearing a mask while they were around someone with COVID-19. A fully vaccinated employee does not need to quarantine as long as they are asymptomatic.*

Employee Return to Campus/Work

Review the COVID-19 Decision Tree to help guide your return to campus.

Students Reporting a Positive COVID-19 Test

If a student becomes symptomatic and/or receives positive test results for COVID-19, the following steps should be followed:

- Report the symptoms/illness using this **online form**.
- If on campus, student should leave immediately and should be advised to seek medical attention as quickly if necessary.
- Adhere to the CDC guidelines above. They should not come to campus until they meet the guidelines noted within **the COVID-19 Decision Tree**.

NOTE: Students should follow all health and safety protocols established by the College for employees with regards to reporting symptoms promptly, personal hygiene, social distancing, face coverings and other safety measures discussed herein.

Community Exposure

(Exposure to someone with known or suspected COVID-19)

Do I Quarantine? or Do I isolate?

You quarantine when you might have been exposed to the virus. You isolate when you have been infected with the virus, even if you don't have symptoms. **Follow CDC guidance.**

Sanitation and Disinfection

Ongoing sanitation and disinfection will take place in common areas and offices. This includes, but is not limited to:

- Break Rooms
- Office Spaces
- Elevators
- Hand Rails
- Restrooms
- Assessment Centers
- Computer Labs
- Faculty Resource Centers
- Library and Learning Commons
- Student Life Areas

Water fountains are only to be used to fill water bottles.

Appropriate hand sanitizer stations or disinfecting wipes, to the extent supplies are available, will be provided to departments for use in common work areas, including near shared copy machines and other equipment. It is recommended that employees also carry a personal supply with them at all times, in the event they are needed and a public sanitizing pump station is not available.



Education and Training

The CDC continues to provide additional guidance for returning to the workspace, specifically for institutions of higher education. That information is continuously updated and can be found [here](#).

Supervisors will determine the best ways to educate their employees about these requirements in addition to providing additional public health guidelines. Employees who do not follow these requirements will be referred to their supervisor for reinforcement of the requirements.

All supervisors should strive to ensure employees, students, visitors and vendors do not violate the social distancing and safety requirements listed.

Training

Please visit myLearning which can be accessed through OneLogin or Quicklinks in [myFSCJ](#) for a full list of training opportunities.

Mental and Emotional Wellbeing

FSCJ is aware that these unprecedented times are causing anxiety and uncertainty and we are committed to supporting your overall health and wellbeing. Taking care of your emotional health during this time is important. Decreasing stress can help bolster your immune system and can help keep you and others around you healthy.

Visit the Human Resources [Wellness webpage](#) for more information and resources to offer support, manage stress and enhance your resilience.

The Employee Assistance Program (EAP) is also available to offer emotional support during this stressful period. You may contact EAP by calling (877) 240-6863 or [Health Advocate's webpage](#) and entering "Florida State College at Jacksonville" as our organization name.



Teaching and Learning Environment Considerations

Faculty and staff in classrooms and academic support services spaces should note the following:

- Classroom capacities were generally adjusted to support social distancing. These capacities may be further adjusted in response to changes in the course of COVID-19, such as infection and vaccination rates.
- FSCJ has adopted recommended public health practices, which include provisions of self-isolation in certain cases.
- Instructors and academic administrators should think through a plan for maintaining academic continuity in their roles if they were to be sidelined by self-isolation or illness. This planning should consider whether work can continue remotely or if it would require having someone else assume duties. In either case, determine what resources are required to enact the contingency plan. In the case of faculty, determine the provisions for someone in a supporting role to gain access to course records.
- The FSCJ Emergency Management Team has implemented **color-coded mask guidelines**.
- It is important that we provide clear and consistent messaging on this practice to support continued health and wellness on campus. To that end, the following statement should be included on all syllabi:

Personal Protective Equipment (PPE) including masks, gloves, etc. and good hygiene (specifically hand washing) are critical elements to the return to campus for FSCJ. These are shared responsibilities that reduce the spread of COVID-19. The FSCJ Emergency Management Team has implemented color-coded mask guidelines. Your instructor can advise you of our current status and any changes during the term. You can also find up-to-date information at any time at fscj.edu/covid-19/covid-students.

[Review the FSCJ Mask Guidelines here.](#)

Travel

College-Related Travel

All work-related travel must be approved in advance.

CDC recommends delaying travel until you are fully vaccinated, because travel increases your chance of getting and spreading COVID-19. If you are not fully vaccinated and must travel, follow CDC's recommendations for unvaccinated people.

To learn how to protect yourself and others from COVID-19 before, during and after travel, [click here](#).

Return to Work from Personal Travel

FSCJ will follow CDC guidelines for returning to work following travel to any locations with travel restrictions listed [here](#).



Contractors, Vendors, Service Personnel and Official College Guests

FSCJ relies on contractors, vendors and other entities in order to maintain and repair equipment or deliver other goods and services. These organizations and individuals will be provided with a copy of the FSCJ Return to Campus Plan and will be expected to comply.

FSCJ's Partner Tenants are considered an integral part of the FSCJ family. With that in mind, the administrator who supports each partner will be the approving authority regarding the appropriate return of these tenant staff members. Decisions will be made in alignment with the same considerations and protocols as for FSCJ employees in the same department.

Guests not on official College business are discouraged until further notice.

Questions, clarifications and suggestions about these procedures should first be addressed with one's supervising administrator and then escalated to security@fscj.edu as appropriate, for consideration in future revisions of this document.



